

**UNIVERSITY OF CAPE COAST**

**APPLICATION FOR PROMOTION**

**SENIOR MEMBERS - TEACHING**

*This Form is to be completed in five copies (2 original copies & 3 photocopies) and returned to the **Director (Directorate of Human Resource)**, U.C.C. Pls. provide the no. of copies required. A **Soft-copy** of your Publications & C.V., etc. should be added when forwarding the Application.*

1. Application for Promotion to the rank of: .....

2. Department: .....

3. College/ Directorate: .....

4. Areas of Specialization: .....

5. E-mail address: ..... Tel: .....

6. Present Rank held: ..... Effective Date: .....

7. Present Position held (if any) : ..... Effective Date: .....

8. Details of First Degrees (*state when and where obtained, Class and/ or Special distinctions*) :  
.....  
.....  
.....  
.....

9. Details of Post-graduate Degrees (*state when and where obtained, and Special distinctions (if any)*) :  
.....  
.....  
.....  
.....

10. Other Qualifications with Dates; (*state when and where obtained*) :  
.....  
.....  
.....  
.....

11. Prizes; Travel Grants and Awards; with Dates :  
.....  
.....  
.....  
.....

12. Previous Positions held; with Dates :  
.....  
.....  
.....

13. Details of Research or Major Projects undertaken; with Dates :

.....  
.....  
.....  
.....

14. Details of Teaching Experience in a University of equivalent level :

.....  
.....  
.....  
.....

15. Conferences, Seminars, Symposia, Workshops, etc., attended by Applicant - *(give details of Papers presented)* :

.....  
.....  
.....  
.....

16. (a) Publications submitted in support of **Previous Application** for Promotion. Give details of Books and Articles and state exact references :

.....  
.....  
.....  
.....

(b) Publications submitted in support of **Current application** for Promotion. Give details of Books and Articles and state exact references. Copies of Articles and other Publications (where possible) should accompany the Application :

.....  
.....  
.....  
.....

17. Membership of Professional / Learned Bodies :

.....  
.....  
.....  
.....

18. Any other relevant information (Public Service, College or National Committees, etc., on which you have served) with dates:

.....  
.....  
.....  
.....

Signature of Applicant : .....

Date: .....

Name of Applicant (in full):.....

Staff No.:.....